Stowe School

APPLICATION FOR EMPLOYMENT

Please read the explanatory notes and guidance for completing the application for employment and the process which the School will undertake when validating your application.

(PLEASE WRITE CLEARLY)

To complete on screen click on the grey box and type in the required information; alternatively you can tab to the next box in the sequence.

Application for the post of	
Title *(Dr/Mr/Mrs/Miss/Ms)*	Former Name *(eg, maiden or previous name(s) used)*
Surname	
First Names	NI No.
Current Home Address	Previous Home Address *(if resident at current address for less than five years)*
Email Address	Mobile No.
Telephone No. *(home)*	Telephone No. *(work)*
Preferred Daytime Contact No.	Fax No. *(home/work)*

Have you worked or lived overseas in the past five years?	YES ☐ NO ☐
Are you legally entitled to work in the UK? If applicable, work permit number and date of expiry	YES ☐ NO ☐
Do you have a current driving licence?	YES ☐ NO ☐
Where did you see this vacancy advertised or how did you hear about it?	
On what date would you be able to commence work for us?	
What is your current salary?	
Do you know any current employees or Governors at Stowe School and, if so, how do you know them?	

EDUCATION AND TRAINING

Schools	From	To	Examinations and Results
	Month/Year	Month/Year	
Colleges/Universities	From	To	Courses and Results
	Month/Year	Month/Year	
Other Education/Formal Training	From	To	Courses and Results
	Month/Year	Month/Year	
Professional Memberships, Qualifications and Courses Attended			
Interests and Hobbies			

EMPLOYMENT HISTORY

Please supply a full history in chronological order (with start and end dates, month and year) of all employment, self-employment and any periods of unemployment (for example unpaid/voluntary work) since leaving secondary education. Provide where appropriate an explanation for any periods not in employment or self-employment.

Name and address of employer:	From Month/Year	To Month/Year	Job title: Describe the work you did:
Telephone: Type of business:			Reason for leaving: Salary
Name and address of employer:	From Month/Year	To Month/Year	Job title: Describe the work you did:
Telephone: Type of business:			Reason for leaving: Salary
Name and address of employer:	From Month/Year	To Month/Year	Job title: Describe the work you did:
Telephone: Type of business:			Reason for leaving: Salary
Name and address of employer:	From Month/Year	To Month/Year	Job title: Describe the work you did:
Telephone: Type of business:			Reason for leaving: Salary
Name and address of employer:	From Month/Year	To Month/Year	Job title: Describe the work you did:
Telephone: Type of business:			Reason for leaving: Salary

EXPERIENCE

Please give details of skills and experience you have gained, giving particular attention to any that you feel may be relevant to the particular position. Please also include any further comments you wish to add in support of this application.

REFEREES

Please give details of TWO professional referees, one of whom should be your current or most recent employer. If you are not currently working with children but have done so in the past, an additional reference must be provided from the employer for whom you worked most recently with children. References will not be accepted from relatives or friends.

If you do not wish us to contact your referees prior to interview please tick the box ☐

1. Name

   Address

   Telephone

   Fax

   Occupation

   Email

2. Name

   Address

   Telephone

   Fax

   Occupation

   Email

If offered this position do you intend to continue working in any other capacity? YES ☐ NO ☐

Have you ever had a conviction, caution, reprimand or final warning from the Police for any criminal offence? *(Declaration subject to the Rehabilitation of Offenders Act)* YES ☐ NO ☐

If YES, please enclose a separate sheet in a sealed envelope detailing offence(s), dates and sanction applied.

I am aware that the post for which I am applying is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. I have not been disqualified from working with children; am not named on the Protection of Children Act List or List 99; am not subject to any sanctions imposed by a regulatory body.

I **either** have no convictions, cautions or bind-overs **or** I have attached details of any convictions, cautions or bind-over in a sealed envelope marked confidential.

I declare that the facts and details contained in this application are, to the best of my knowledge, accurate and complete.

Date _____ Signed _____

Any further particulars which the applicant wishes to give in support of this application should be submitted on a separate sheet(s). Any job offer will be conditional upon satisfactory references, a Criminal Records check (DBS) and a satisfactory medical.

Please return this application form to: **The HR Department, Stowe School, Stowe, Buckingham, MK18 5EH**



STOWE SCHOOL

CONFIDENTIAL

EQUAL OPPORTUNITIES MONITORING

IT IS THE POLICY OF Stowe School that no job applicant or employee receives less favourable treatment on the grounds of race, gender, disability, class, nationality, age, marital status, sexual orientation, trade union, political or religious beliefs.

This information is used for monitoring purposes only and will be kept confidential and separate from your application. It does not form part of the selection process.

Title of post applied for: _____

PERSONAL INFORMATION

Surname: _____ Title: _____

First Name (s):_____ Date of Birth: _____

RECRUITMENT MONITORING

1. Gender: Male ☐ Female ☐

2. How would you describe your ethnic origin:

Asian or Asian British – Bangladeshi		Asian or Asian British – Indian	
Asian or Asian British – Pakistani		Asian or Asian British – any other Asian background	
Black or Black British – African		Black or Black British – Caribbean	
Black or Black British – any other Black background		Chinese	
Mixed – White and Asian		Mixed – White and Black African	
Mixed – White and Black Caribbean		Mixed – any other mixed background	
White – British		White – Irish	
White – any other white background		Any other	

3. Do you consider yourself to have a disability?

Yes ☐ No ☐

4. If yes, please detail below any reasonable adjustments to the environment you think you may require?

_____

_____

_____

Please state where you saw this post advertised: _____

_____

Signature: _____

Date: _____

Application and Recruitment Process
Explanatory Notes and Guidance

Application Form

1. Candidates should complete the application form in full. A copy of your CV may also accompany the completed application form.

2. Candidates should be aware that all posts in the School involve responsibility for the safeguarding of children, although the extent of that responsibility will vary according to the nature of the post. Please refer to the job description for the post. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as minor or 'spent' must be declared.

3. The successful applicant will be required to complete a Disclosure from the Disclosure and Barring Service at the enhanced level.

4. Stowe School is a Registered Body with the Disclosure and Barring Service for the purposes of obtaining access to criminal record checks for employment and voluntary appointments. Disclosure of a criminal record by the Disclosure and Barring Service will not result in automatic disqualification for this position. The School is willing to consider persons with a criminal record on their merit, subject to its overriding obligations to protect the children in its charge.

5. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will also be asked about these issues.

6. Where neither your current or previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may where appropriate answer 'not applicable' if your duties have not brought you into contact with children or young persons.

7. You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or DFES Children's Safeguarding Operation Unit.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following

1. Receipt of at least two satisfactory references (if these have not already been received).

2. Verification of identity and qualifications.

3. A current satisfactory DBS Disclosure at the enhanced level. A copy of which should be provided prior to commencement of employment.

4. Where the successful candidate has worked or been resident overseas in the previous five years, such additional checks and confirmations as the School may require in accordance with statutory guidance.

5. A satisfactory medical clearance.